

May 7, 1951.

President Andrew Stewart,
University of Alberta,
Edmonton, Alberta.

Dear President Stewart:

I have the honor to present the report from the Library for the year 1950-51.

Library activity continued at a high level during the past year, although the total circulation of 174,533 represents a decrease from the 1949-50 figure of 186,180. This decrease is partly attributable to the decline in student registration, but partly also to the fact that with less crowding in the reading rooms more open-shelf books could be used in the library without the need for charging them at the desk and taking them elsewhere for study, as formerly. It is significant that the borrowing of books from the stacks, and of journals, pamphlets, and other reference material remained at the same level as in the previous year.

STAFF

The University Library during the past year had a full-time staff of 24 (of whom 14 were professionals) and six half-time assistants.

Miss Helen Farquharson, Chief Cataloguer, resigned January 1st, 1951 because of ill health. She had been a member of the staff since 1945, and her departure is a great loss to the Library. Her qualifications were of the highest order, and her energy and ability played an important part in the reorganization of the Cataloguing Department during the past 5 years.

Miss Phyllis Russell, B.A. (Alberta) B.L.S. (Toronto) and Miss Marjorie Bailie, B.A. (Alberta) B.L.S. (McGill) joined the Cataloguing and Circulation staffs respectively in July. Miss Norma Watterberg resigned in June, and her place was taken by Mr. Mills Shipley, LL.B. (Alberta), B.L.S. (McGill) who will be in charge of the Law Reading Room in the Rutherford Library.

Student Assistants

During the term, 15 student assistants were employed for varying periods weekly, assisting at the desk, shelving books, and doing routine typing. Particular effort is always made to advise and encourage those intending to enter the library profession after graduation.

QUARTERS

This was the Library's last year in its old quarters, and the problem of space for readers and especially for books remained acute. During the winter preliminary preparations were made for the move to the new library in May 1951. All departmental reading rooms and collections will be housed in the Rutherford Library with the exception of the two Education Libraries, in Edmonton and Calgary.

ORDER DEPARTMENT

For seven months of the past year Miss Leversedge, Order Librarian, directed the work of the Cataloguing Department as well as her own department, during the illness and after the resignation of, Miss Farquharson. As this period included the preliminary preparations and planning for the move to the Rutherford Library our special thanks are due to her for her very efficient administration of the two departments.

In spite of these added duties, the work of the Order Department was maintained at its usual level with a new buying guide set up, and considerable special buying done for the Rutherford Library. During the year the Department ordered and received 4,414 volumes, including 400 volumes received and acknowledged as gifts.

CATALOGUING DEPARTMENT

The work of this Department has been carried on under difficulties owing to the illness of the Chief Cataloguer and much credit is due to Miss Russell and Mr. Shipley as well as to the members of the clerical staff for the capable manner in which they assumed extra responsibilities and maintained the level of work.

Considerable work was done in preparation for the move to the new library. New card catalogues and shelf lists were made for the Law Library; and for the chemistry,

engineering and agriculture collections, to be shelved in the Applied Science Reading Room. Book cards were typed for all the medical, dental, nursing and pharmacy books which will be brought together in the new Medical Reading Room.

During the year the Department accessioned 5,965 volumes; catalogued 7,546 volumes (including 521 bound journals); lettered 6,581 volumes; withdrew 100 worn or out-of-date volumes; and typed 31,947 cards.

REFERENCE, PERIODICALS and BINDING

This department is responsible for reference service to students and faculty, for periodicals, pamphlets and government documents, and for the binding of books and journals for the entire Library. During the year, 1,148 current journal subscriptions were placed (an increase of 65 over the preceding year); 1,874 journals and books were bound or rebound. The Interlibrary loan service was maintained at the same level as last year with 125 items borrowed from other institutions and 255 items loaned to other libraries. 46 microfilms were purchased for staff members engaged in research. The number of theses by our own graduate students added to our collection during the year was 71.

CIRCULATION

Although the total circulation statistics of the Main Library were slightly down from those of the previous year, the work of the Circulation Department has not decreased appreciably, since the greater demand for books, journals and other special materials from the stacks has off-set the decreased use of Reserve books. This tendency was noted last year and indicates that the students are continuing to do more independent reading as opposed to prescribed reading for their courses.

During the year overnight circulation from the Main Library was 63,520 as compared with 67,096 for 1949-50. This includes: Books and journals from the stacks, 19,364; Books from the Reserve shelves, 37,349; "special" pamphlets, journals etc. 5,666 as compared with 3,176 during the previous year; Loans to extramural students, 1,141.

BRANCH LIBRARIES

Education Library (Edmonton)

During the year, the Education Librarian with three full-time assistants, circulated 59,159 books and journals.

Education Library (Edmonton)

Of this number 18,053 were circulated during the six weeks of the Summer Session, and 380 were mailed to Extramural students.

In October the Education Librarian gave 5 talks to Freshmen illustrated with slides on the use of reference books and the card catalogue. The result was a noticeable improvement in student understanding and use of the library.

Current subscriptions to journals number 60, of which half are bound annually. New equipment included a 12-drawer filing cabinet for the picture collection and a 15-drawer extension to the card catalogue.

Education Library (Calgary)

This library serves the Faculty of Education at Calgary and contains reference books, texts, and general background reading for both Education and first year Arts courses.

This has been the busiest year in the history of this branch library. The Librarian in charge, with one assistant circulated a total of 17,501 books and journals and 2,210 items of pamphlet and picture material, as compared with 12,570 books and journals and 810 pamphlets and pictures in 1949-50. Student attendance in the library was 24,317 as compared with 19,952 the previous year. Since this is an open-shelf library circulation figures fail to indicate the actual use made of the books within the library. As formerly, instruction in library methods and the use of indexes and other reference material was given to all students.

New equipment in this library included a microfilm reader for the use of members of the teaching staff. They are at a disadvantage in pursuing their own research, by reason of their distance from the Main Library. It is hoped to offset this by use of microfilm and interlibrary loans.

Medical Library

This year again there has been a slight decrease in the circulation of Reserve books for overnight use, while the use of books from the stacks and of bound and unbound journals has increased. Evening use of the library has declined, but the library has been used more during day-time hours.

Total circulation for the year was 19,313 as compared with 19,370 in 1949-50. This figure includes:

Medical Library

Overnight circulation, 11,004; Reserve books, used during the day, 2,662; Current journals circulated to staff members, 2103; Items loaned to city and rural doctors 3,544. It is to be noted that this last item shows a marked increase - loans to city doctors having increased by 8 per cent, and to rural doctors by 84 per cent.

Current journal subscriptions to the Library number 268. We have continued to purchase back issues of various journals to complete our files. On interlibrary loan 34 items were borrowed, and 55 loaned to other institutions. The Medical Librarian continued to give instruction in the use of the library to Medical, Dental, Pharmacy and Household Economics students.

Agriculture Library

Circulation from this Reading Room for overnight use was 9,596 and attendance was 7,977 readers. These figures however, give no indication of the increased and improved service provided by the qualified librarian in charge. The completion of the card catalogue and pamphlet file, the arranging and indexing of government bulletins and reports, and the availability of trained reference service were all matters of satisfaction to students and faculty members alike.

The Nursing and Chemistry Reading Room, each seating *about 20* were used to capacity. No record of use is kept in the former, but in the latter the number of readers was 5,978; and the overnight circulation approximately 4000.

The Law Library continued to receive extremely heavy use. With 140 students registered in Law, working conditions in the two reading rooms have been crowded and difficult. Only forbearance and cooperation on the part of the students have made it possible to maintain service. They look forward to the fine facilities of the new library with relief and anticipation.

STOCK OF BOOKS

During the year 5,965 volumes were added to the collection, and 100 volumes withdrawn, giving us a total of 112,438 accessioned volumes in the Main Library. In addition there are 14,000 accessioned volumes in the Education Library (Calgary) and some 10,000 as yet

STOCK OF BOOKS

unaccessioned volumes in the Education Library (Edmonton) making a total book stock of approximately 136,438 volumes at March 31, 1951. There is in addition a large quantity of material (books, journals, documents, pamphlets) received as gifts during the last ten years, which because of lack of space we were unable to accession or catalogue. This has been in storage in various parts of the Campus, and will be added to the collection after the move to the Rutherford Library.

RADIO TALKS

During the winter of 1950-51, 15 books talks were given by members of the University Library staff in the series "Books at Random" presented over CKUA in cooperation with the Extension Library. This was the 6th season for this series.

We are grateful for the following gifts to the Library: From the College of Physicians and Surgeons of Alberta a grant of \$200 for the purchase of Medical books; From Mrs. T.H. Field, 71 volumes of medical books; From the estate of the late Graham Millar, 45 volumes on Mathematics and Physics; From the Sussex Foundation, 26 cookbooks; From the British Council, 100 volumes, of recent publications in the fields of Science, Medicine and the Humanities; From Mr. Cecil Burgess a valuable set of Journals of the Royal Institute of British Architects; From Mrs. E.W. Sheldon, the mathematical library of the late Professor E.W. Sheldon; and from numerous other sources, gifts of books, all of which have been duly acknowledged.

Respectfully submitted,

Marjorie Sherlock,
Librarian.

MS:Nf

